

## Summary of Qualifications

- Excellent verbal, written communication skills
- Financial and Strategic Planning and Budgeting
- Extensive understanding in domestic and international financial markets
- In-depth knowledge of business development, marketing and finance
- Program Management; Outstanding Negotiation Skills and Contracting
- Thorough Knowledge and Use of Financial and Business Databases
- Familiarity with local, European and Global Financial market

## Work Experience

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### ***Consular Section-Consul Assistant***

Embassy of Republic of Azerbaijan in Italy  
Accepting documents, preparation of visa, assisting citizens.

*June 2013- Present*

### ***Business Development Officer – Reporting***

Flame Consulting, Italy-Azerbaijan  
Preparing reports about Italian and Azerbaijan companies.  
Making business plans.  
Analyzing different business areas and collaboration with them.

*September 2012 - Present*

### ***Chairman***

Azerbaijani-Italian Youth Association NGO  
Organizing forums, seminars and cultural events.  
Supervision of activities, co-operate with Italian NGO's.  
Participating International forums and conferences.

*October 2012 – Present*

### ***Finance Department –Assistant of General Director***

Holiday inn Express Hotel, Wisconsin, U.S.  
Formulate financial documents such as balance, cash flow.  
Making daily transaction, solving financial issues.

*June 2012 - October 2012*

### ***Accounting Department –Assistant of Accounting Director***

Kentucky Fried Chicken Restaurant, Wisconsin, U.S.  
Making daily transaction, solving financial issues.  
Preparing monthly balance sheet and income statement.

*June 2011-October 2011*

## Education

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***Master of Science in Advanced Economics***  
LA SAPIENZA University, Rome, Italy

*September 2013-Present*

***Master of Science in Banking and Finance***  
TOR VERGATA University, Rome, Italy

*September 2011 – July 2013*

***Bachelor of Arts in International Economic Relationship***  
QAFQAZ University, Baku, Azerbaijan

*September 2006 – May 2011*

## Skills

MS Office Package, Front Page; Windows XP, Mac IOS, Internet Explorer; Adobe Photoshop, Outlook Express; Maltab, RStudio

## Languages

Fluency in English, Turkish and Russian; Intermediate in Italian; Native in Azerbaijani